

ADMINISTRATIVE ASSISTANT

FLSA Code: N

Job Code: 1005

GENERAL DEFINITION AND CONDITIONS OF WORK:

Performs intermediate skilled clerical and administrative work in the overall support of a department's operations; does related work as required. Work is performed under regular supervision.

This is sedentary work requiring the exertion of up to 10 pounds of force occasionally and a negligible amount of force frequently or constantly to move objects; work requires reaching, fingering, grasping, feeling, and repetitive motions; vocal communication is required for expressing or exchanging ideas by means of the spoken word; hearing is required to perceive information at normal spoken word levels; visual acuity is required for preparing and analyzing written or computer data, operation of machines, determining the accuracy and thoroughness of work, and observing general surroundings and activities; the worker is not subject to adverse environmental conditions.

ESSENTIAL FUNCTIONS/TYPICAL TASKS:

Providing administrative support for offices; transcribing and typing correspondence, reports, warrants, applications and other documents; preparing and maintaining detailed records and files; serving as receptionist; answering telephone; providing information or referring to appropriate staff.

Types from rough draft, copy, dictating machine, marginal notes or verbal instruction;

Checks and reviews a variety of data for accuracy, completeness and conformance to established standards;

Serves as receptionist; screens visitors and gives directions;

Takes, records and transcribes dictation of minutes of meetings, correspondence, court and legal documents, memoranda, reports and other materials;

Performs and special assignments as required;

Communicates with other agencies, courts and offices to give and receive information;

Answers telephone; screens calls; channels requests and complaints to appropriate department/person;

Maintains filing records; sets up and maintains files; prepares files for microfilming;

Schedules conference rooms; assists in overseeing facilities or programs;

Registers individuals for programs, services, or appearances; prepares and maintains files and records;

Receives, receipts and accounts for fees, including permits, registration, and makes fee calculations and prepares deposits;

Collects and prepares data for records and reports;

Takes applications and issues various licenses upon payment of proper fees;

Receives and processes incoming and outgoing mail;

Operates standard office and word processing equipment and personal computers;

Performs related tasks as required.

REQUIREMENTS/EDUCATION/EXPERIENCE:

Graduation from high school including or supplemented by courses in general business or office technology and some experience in clerical and office work; some experience in standard office practices, procedures, equipment and office assistance techniques, including business English, spelling and arithmetic; general knowledge of departmental programs and policies; demonstrated ability to type, take and transcribe dictation accurately and at a reasonable rate of speed, to meet the public effectively solve problems within scope of responsibility, establish and maintain effective working relationships with associates and follow oral and written instructions. An equivalent combination of training and experience may be considered.

This is a class description and not an individualized job specification. The class description defines the general character and scope of duties, responsibilities, and requirements of all positions in one job classification, but is not all inclusive. Duties, responsibilities and requirements may be added, deleted or changed at any time at the discretion of management.